



## **Assistant Project Manager**

### **Job Summary**

The role of the Assistant Project Manager is to assist with a plan, carry out and finalize projects according to contract scope and schedule. The position also has the responsibility of gathering quotes for selecting and choosing subcontractors, vendors, and consultants. Product submittals, shop drawing tracking as well as acquiring details for approval as the projects require are also the responsibility of the Assistant Project Manager. The Assistant Project Manager is a highly visible team member representing the quality of all of BMC's services delivered to our client for the entire duration of the projects.

### **Major Responsibilities/Activities**

- Build and maintain the product submittal package based on job specifications
- Coordinate with the engineering and detailing teams for the submittal and tracking of all shop drawings, as-built drawings, operation and maintenance manuals, commissioning reports, RFI's and change orders.
- Request quotes for fixture, equipment, specialties and large material purchases prior to purchase.
- Prepare comparison spreadsheets of fixture, equipment, specialties and large material quotes, by reviewing quotations and interviewing bidders for review and selection with the Senior Project Manager.
- Prepare and negotiate subcontractor contracts for execution by Director of Operations.
- Conduct weekly site visits to verify installation conforms to submitted products, drawings and specifications. Also inventory work installed, tested and completed. Copy and file foremen daily reports.
- Attend in-house preconstruction startup meetings.
- Attend QA/QC, start-up and commissioning meetings.
- Maintain change estimate, transmittal, RFI, and other logs.
- Maintain any needed recordkeeping devices for a clear representation of the project history.
- Communicate to superior immediately any safety concern, construction design, delay, cost overrun, or other elements that could give rise to disputes or claims.
- Participate in cross training for team member duties in order to assist with team members' workloads as needed for the success of the project.
- Process change estimates/orders.

## Minimum Requirements

2 to 5 years of experience in related trades of construction.  
BSME or BS in Construction Management preferred.

## Job Characteristics

- **Pace and Variety of Activities**

A quick pace

Tasks and the volume of activity will vary

Very detail oriented

Tasks must be completed quickly and correctly

More of a service-oriented, people orientation rather than an analytical or technical orientation

- **Decision-Making**

Decisions made only within authorized boundaries, with assistance from management

Will want to have the input and collaboration of others

Risk taking is not required

New ideas or initiatives will not require significant diversion from established procedures

- **Communication and Collaboration**

Requires collaborative team work, within a supportive environment

Communication should be friendly, pleasant, and tactful

May serve to mitigate conflict in the organization

- **Delegation and Leadership Style**

Significant delegation is not required, when delegation is required, close follow-up is necessary

Should avoid confrontational interactions

Must be friendly and pleasant to others

